

## APPLICATION FOR RECORDS RETENTION SCHEDULE

861205- 04

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76--RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Department of Education Application Date Application Number Division of Curriculum Services Georgia Scholar Program Application Number Date Received **Date Completed** 1954 Twin Towers East 5 1986 JAN 3 0 1987 DEC Atlanta, GA. 30334 2. Person to Contact **Working Title** Telephone Number Lonnie Love Administrator 656-5812 3. Action Requested a. 🔀 Establish Retention Schedule: record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. \_ Check One: ☐ Change; ☐ Supercede; ☐ Void ☐ Amend Application No. \_\_ 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest to Date | Georgia Scholar Program Application Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Scholar Program is an effort by the Department of Education to identify and recognize high school seniors who have achieved excellence in school and community life. It is the first step in a plan to enhance excellence throughout Georgia's public school system. The program provides a scholarship for a limited number of graduating high school seniors who exhibit excellence in all phases of school life, community activities and in the home. Each year 600 students apply and 300 are chosen. Those who are chosen are entitled to \$1300 per year to attend a school in Georgia and they must maintain a 3.5 grade average. If the 3.5 grade average is maintained, then the student is eligible for another year's tuition in the amount of \$1300. Applications are processed through the Georgia Scholar Program Office of the Department of Education in Atlanta. Information pertaining to the 300 chosen students is entered into the computer and they are notified by letter of their acceptance. Non-selected student applications are returned to the submitting school systems. The Georgia Student Finance Authority administers the financing of the scholarships. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Selection process of 300 Georgia Scholars annually Included are: Student Applications and related correspondence File is arranged: Applications and related correspondence are arranged chronologically by school year, alphabetically by school system, thereunder alphabetically by student name. 8. Monthly Reference Rate How often are records referred to which are: One to six months old 200; Seven to twelve months old 0; Thirteen to twenty-four months old 0twenty-five months and older 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_\_; Legal-size drawers \_\_\_\_\_ \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_ AR-50-71; Rev. 76

a. Is this the offi				
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CONFERENCE NOTE

2/15/90

Vickie Oakes: RMO: Education

Phone Call

Pete Schinkel, RGS BUR

RE: "Administrative Subject File," Governor's Honors Program.

NAME CHANGE: Division of Curriculm Services is now Division of General Instruction; Governor's Honors Program is now Gifted Education Program.

RELATED APPLICATION: Gifted Education Program, Div. of General Instruction Robert C. Byrd [Federally funded] Scholarship, "List of Recepients."

Ten, \$1500 scholarschips can be awarded in each of the states ten congressional districts; Feds provide the money, Education awards the scholarship, and Georgia Student Finance and Investment Commissions handles the money.

Education is proposing infinite (permanent) retention of the list of recepients; Archives recommended infinite retention for list of Governor's Honors Program Participants (#87-43), and planning to develop new schedule application.

RGS Recommended that #87-43 be amended to include all honors/scholar/scholarship recepient/participant lists kept by Gifted Education Program, and recommended infinite retention. Ms. Oakes accepted the recommendation.

cc: Case file
Schedule #87-43 case file
Agency file
RG reading file

87-14 87-19 87-43 77-448-A 87-29